

GLENVIEW MANSION

AT ROCKVILLE CIVIC CENTER PARK



603 Edmonston Drive, Rockville, MD 20851
240-314-8660 Phone 240-314-8669 Fax 240-314-5004 Directions
Website: www.rockvillemd.gov/tours
E-mail: glenview@rockvillemd.gov

Glenview Mansion, surrounded by acres of manicured lawns and Formal Gardens, is perfect for weddings, receptions and other social events. The first floor of the mansion is fully furnished. The second floor is home to the Glenview Mansion Art Gallery.

The maximum capacity for Glenview Mansion is 200 guests. Furnishings in the social rooms of the mansion include inviting chairs, couches and occasional tables. The house is perfect for a mix and mingle event. The Conservatory accommodates ceremonies and dancing. The Dining Room can graciously host your caterer's buffet and/or food stations with informal seating for guests throughout the house. If seated dining is your preference: the Dining Room can accommodate 50 or fewer guests at tables; use of both the Dining Room and Living Room can support up to 80 seated at tables; or a tent in the Formal Gardens can support up to 200 guests.

Glenview Mansion is owned and operated by the City of Rockville.

ADMINISTRATIVE OFFICE HOURS

Monday through Friday 8:30am-5:00pm

RENTAL TOURS

Personalized tours of Glenview Mansion are scheduled around our booked events and to meet your needs.

Please call 240-314-8660 to make an appointment.

Or email Paige Janzen at pjanzen@rockvillemd.gov
Nanette Belice at nbelice@rockvillemd.gov

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EVENT RENTALS: July 1, 2014 - June 30, 2015

RENTAL RATE INFORMATION

Use of the entire house and Formal Gardens for set-up, event and clean up.

| | | |
|-------------------|--|----------------------|
| MONDAY – THURSDAY | <i>8 hour rental (additional hour)</i> | <i>6 hour rental</i> |
| Rockville* | \$2,500 (\$310) | \$1,875 (\$310) |
| Non-Rockville | \$2,900 (\$360) | \$2,175 (\$360) |

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|-----------------|--|
| FRIDAY & SUNDAY | <i>8 hour rental (additional hour)</i> |
| Rockville* | \$3,200 (\$400) |
| Non- Rockville | \$3,600 (\$450) |

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| SATURDAY | <i>8 hour rental (additional hour)</i> |
| Rockville* | \$3,900 (\$500) |
| Non-Rockville | \$4,600 (\$600) |

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|-----------------|-----------------------|
| FRIDAY & SUNDAY | <i>10 hour rental</i> |
| Rockville* | \$4,000 |
| Non-Rockville | \$4,500 |

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|---------------|-----------------------|
| SATURDAY | <i>10 hour rental</i> |
| Rockville* | \$4,900 |
| Non-Rockville | \$5,800 |

A TENT AT YOUR EVENT REQUIRES A 10 HOUR RENTAL

***Rockville** resident rates apply to those owning property or living within the corporate tax district of the City of Rockville. When parents or grandparents of a bride or groom are City residents or property owners, they are permitted to execute and sign a contract for the couple using the Rockville rate provided they will be in attendance at the event.

RENTALS IN JANUARY, FEBRUARY and MARCH receive a 10% discount on the above rental rates.

NON-PROFIT RATES

Special rates are available for non-profit organizations hosting events that directly benefit the organization. Please contact the office for further details.

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RENTAL ACCESS AND TIME BLOCKS

- Access to Glenview Mansion and Formal Gardens for an event is restricted to the contracted times.
- Your rental includes use of the entire first floor of Glenview Mansion, two dressing rooms on the second floor as well as the Formal Gardens on the grounds. The 2nd floor art gallery may be opened for a period of time during the event.
- A typical use of Glenview Mansion for an event includes a minimum of two hours for set-up and one hour clean-up. Set-up includes time for deliveries, work by caterers, florists, band/DJ and other services. Guests should not be present during set-up/clean-up.
- All events planning to have a tent in the Formal Gardens must contract for at least 10-hours of time.

HOLD POLICY

Contracting an open date at Glenview Mansion is on a first-come, first-served basis. An open (available) date may be put on hold for 4 business days. Failure to sign a contract and present the down payment before the close of business on the fourth day will result in the date becoming "open" and available to others at 8:30 a.m. on the next business day.

DOWN PAYMENT

In order to secure a date, a contract must be signed and returned to Glenview Mansion with the down payment. A down payment of \$1,500 is required. Acceptable forms of payment include MasterCard, Visa, a check payable to "City of Rockville," cash or money order.

SECURITY DEPOSIT

A \$500 security deposit must be paid at least 120 days prior to the event date along with the balance due on the contract. Fees will be charged for any over time use or damage of City property, furnishings or equipment as a result of contract use of Glenview Mansion. Fees are determined by Glenview Mansion staff.

BALANCE DUE

Clients are required to pay the final balance, security deposit and any balance due for ceremony chairs no later than 120 days prior to the date of the event.

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FINAL WALK THROUGH

All clients must schedule a final walk through at Glenview Mansion to determine set-up needs. The caterer is required to attend the final walk through appointment with the client. The final walk through must be scheduled within Glenview Mansion office hours; appointments are scheduled, based on availability, Monday through Friday. The walk through should take place no less than 30 days prior to the event.

EVENT RELATED DELIVERIES AND PICK UPS

All deliveries, including alcohol, and pick-up of event supplies must be completed during the rental time block indicated on the contract unless otherwise pre-approved and coordinated through the Rockville Civic Center Office with approval from the Civic Center Superintendent.

The Glenview Mansion basement is available for short-term storage of items such as outdoor rental tables/chairs, catering equipment and beverages prior to events. Delivery of items for the basement must be during regular weekday business hours prior to any weekend event. Pre-delivery of items to the Formal Gardens is at your own risk.

CANCELLATIONS

Change of date requests are considered cancellations. Cancellations must be received in writing from the person whose name appears on the signature line of the contract. The cancellation date is the date in which written and signed notification is received in the Glenview Mansion office.

- If the contract is cancelled more than 120 days prior to the event, Glenview Mansion retains the entire down payment until the event has passed. If Glenview Mansion receives a contract for a new event on the contracted date, half of the down payment will be returned after the new event has taken place.
- If the contract is cancelled fewer than 120 days prior to the event, Glenview Mansion retains the entire rental fee. If Glenview Mansion receives a new event on the contracted date and the event takes place, the entire down payment is retained and the remaining fees are returned to the client.
- Regardless of the cancellation date, if the contract is cancelled and no new contract is received for the contracted date. The client is responsible for payment of the entire contract amount to the City of Rockville.
- If Glenview Mansion cancels this contract for any unforeseen reason (e.g. weather related conditions or loss of power), the client's contract will be reviewed and amended with a change of date or consideration for provision of a refund.

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CATERER MUST BE LICENSED AND INSURED

- Glenview Mansion requires all caterers to be licensed and insured. There are no preferred caterers. Any caterer is welcome. A copy of their insurance and operating license must be on file at the Glenview Mansion business office.
- Caterers are responsible for all food related service and clean up. This includes: restoring the kitchen to the clean condition as it was upon arrival; removing of all trash and recycled items to the appropriate containers outside; and removing all food and equipment brought to the site for the event.
- Restaurants may be contracted to bring food to events, but additional staff must be hired to set-up, serve and clean-up.

ALCOHOL PERMITS & CERTIFIED BARTENDERS

- For all events at Glenview Mansion where alcohol is served, a licensed bartender must be present and serving the alcohol at the beverage station throughout the event.
- Bartenders must have “last call” for alcoholic beverages 30 minutes before the end of the event.
- For private events held free of charge for attendees, where alcohol is provided as an optional beverage served at an open bar, no alcohol permit is required.
- Events where alcohol is included in the price of admission to the event or if a cash bar is set-up, an alcohol permit must be obtained from Montgomery County.
- Requests for alcohol permits must be made at least 30 days prior to the event date. Please contact: Montgomery County Dept. of Liquor Control located at 201 Edison Park Drive, Gaithersburg, MD 20878. Phone: 240-777-1999 or visit their website at <http://www.montgomerycountymd.gov/DLCLRE/alerttraining.html>.

NO RED BEVERAGES

No red wine, cranberry juice, red or purple punches are allowed inside Glenview Mansion or outside in garden or tented events.

FOOD PERMITS

For events that are open to the public, with or without an admission charge, where food is served, a Temporary Food Service License is required by Montgomery County. This does not apply to events where a licensed caterer is providing food. Requests for food permits must be made at least one week prior to the event. Please contact Montgomery County Health and Human Services Licensure Services office at 240-777-3986 for information and application forms.

GLENVIEW MANSION

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FACILITY SET- UP RESTRICTIONS

- No organized events can be held on the front lawn.
- All indoor events for over 80 people, must present buffet-style service with casual seating throughout the entire first floor (augmented by outdoor use of the stone terraces).
- For groups of 80 people or less a seated meal may be served with tables set-up in the Dining Room and Living Room.
- For groups of 50 or less, a seated meal is possible in the Dining Room.
- Dancing is restricted to the Conservatory. Due to potential spills making floors slippery, beverages are not welcome on the dance floor.
- For whole house events, the beverage station must be in the Arcade.
- House furniture (sofas, upholstered chairs, large wooden tables) cannot be removed.
- Candles are allowed in Glenview Mansion if they are placed within a container with a bottom and sides. The base of the container must be able to catch all the candle wax as it melts. The candle flame must be within the container.
- No fog machines or other activities that can produce a false fire alarm are allowed.

NOISE ORDINANCE

All outdoor music will be monitored to ensure compliance to decibel levels in the City of Rockville Noise Ordinance enforced by the EPA of Montgomery County. All D.J.s or bands must comply if requested to lower their volume by Civic Center staff. By 9 PM decibel levels must be 55 decibels or lower; this equates to two people conducting a normal conversation with a distance of 10 feet between them.

NO SMOKING INDOORS

Glenview Mansion prohibits smoking inside the facility. Smoking is allowed 50 feet away from the building in the surrounding park areas.

EVENT FACILITY SUPERVISORS

The Facility Supervisor, representing the City of Rockville, is in charge of ensuring that all Glenview Mansion rules and regulations are followed during the event both by all guests and contracted services. The Facility Supervisor will be on duty during the contracted hours to: assist with house concerns such as heating or air conditioning issues; monitor restrooms; serve client request; and ensure that the renter and all auxiliary services vacate the property by the end of the contracted time. The Facility Supervisor is not a coordinator nor should he or she be expected to assist in set-up, clean-up or any other aspect of the event.

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CEREMONY OPTIONS

OUTDOOR ceremonies may only be conducted at approved sites within the four-level Formal Garden area of Glenview Mansion or the Bowling Green located behind the Cottage. No formal set-up or activities are permitted on the front lawn or green spaces outside of the Formal Garden or Bowling Green areas. The provision of outdoor ceremony chairs by Glenview Mansion is limited to the following:

- 4th (lower level) of the Formal Garden (fountain area): 25 chairs maximum
- 3rd (unleveled) of the Formal Garden: No set-up is permitted on this level
- 2nd (midlevel) of the Formal Garden: 150 chairs maximum
- Bowling Green behind Cottage: 200 chairs maximum

INDOOR ceremonies may be held in the Conservatory. Chairs may be set-up for 70 or fewer guests. For ceremonies with larger numbers of guests, it is recommended that only 30 chairs be set-up and the remaining guests stand.

Flower petals, rice or birdseed may not be used at Glenview Mansion for either indoor or outdoor ceremonies.

OUTDOOR WEDDING CEREMONY CHAIRS

Glenview Mansion offers the rental of up to 200 white chairs for outdoor wedding ceremonies in our Formal Gardens. Our staff will set-up and have the ceremony chairs available to guests 30 minutes prior to the scheduled ceremony time. Immediately following the ceremony the chairs will be removed.

Glenview Mansion ceremony chairs are only to be used for the outdoor ceremony. If chairs are needed for the reception portion of an event, they must be procured from an outside provider.

Fee paid in advance of the event is \$2.50 per chair:

- If you decide on the day of your event not to have the outdoor ceremony chairs set-up:
 - A \$50.00 fee will be deducted from the original outdoor chair rental.
 - Our staffs will set-up (70 or fewer) chairs inside the Conservatory for the indoor ceremony and your caterer will put the chairs away after the ceremony.
 - The balance of the outdoor wedding chair rental fee will be returned to you.
- If you have the chairs set-up outside and all or a partial set-up is completed and the weather changes or makes it otherwise not desirable to have the ceremony outdoors, you are responsible for the full outdoor chair fee as contracted.

WEDDING CEREMONY REHEARSAL

An hour may be reserved on Thursday evening or Friday daytime before 1pm, prior to a weekend wedding at no additional cost based on availability. Friday evening rehearsals are not available. Glenview Mansion reserves the right to reschedule or cancel a rehearsal at any time if an event is booked during the chosen rehearsal time.

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WEDDING CEREMONY REHEARSAL (CONT.)

Rehearsals only include the use of the Conservatory and the Formal Gardens unless otherwise noted. Rehearsal use does not include permission to serve food.

Rentals of other areas within Glenview Mansion may be occurring at the same time as your rehearsal. In order to respect all user groups and the facility, please check-in with staff upon your arrival. There can easily be two rehearsals on the same day/evening. Please plan to keep your rehearsal to your allotted time.

CITY OF ROCKVILLE STORM POLICY

The safety of all guests at Glenview Mansion is the top priority at all events. If the weather includes lightening or high winds, all guests must remain inside Glenview Mansion until the conditions change and support safe use of the outdoor areas including tents. Thanks to radar and smart phones, an accurate understanding of storm issues can easily be accessed to help ensure the safety of guests and service staff at events.

TENTING POLICY

- Clients must rent a 10-hour block of time if setting up a tent in the Formal Gardens in order to allow adequate time for the event set-up.
- Tenting is only allowed on the first level of the Formal Gardens directly outside the Living Room side of the house and behind the Cottage on the Bowling Green. Tents are not permitted on the front lawn of the Mansion.
- All tents must be water barreled. No staking is allowed.
- A tent rental company representative must arrange a site visit prior to the event during regular business hours to determine the proper size, location and electricity requirements of a tent.
- Tents must be set-up on the event day prior to the contracted start time and be removed prior to the next contracted event at Glenview Mansion.
- The City of Rockville/Glenview Mansion will not assume any responsibility for tents or other rental items while on the grounds. Coordination with Glenview Mansion staff is required for all deliveries and pick up of equipment.

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GLENVIEW MANSION FORMAL GARDENS

The following information is offered to help with planning for your event in the beautiful Formal Gardens at Glenview Mansion.

Amenities in the Formal Gardens

- *Lighting* illuminates the walkway from Glenview Mansion to the fountain, from the fountain area to the Bowling Green behind the Cottage as well as the walkway from the Bowling Green back up to main sidewalk between the mansion and the Cottage. These lights are on a timer and will automatically be part of every evening event.
- *Fountain* in lowest level of the Formal Gardens operates daily via a timer and runs morning through evening events. The fountain operates mid-March through early November.
- *Electricity* is accessible via a panel box on the middle terrace of the Formal Gardens between Glenview Mansion and the fountain and on the Bowling Green from connections in the basement of the Cottage. Electricity from the Cottage's three power cords are most commonly used to: sustain lights in a tent; support a music set-up; and to assist a caterer's needs. Additional needs must be met by a generator which the renter must procure.

Important Formal Garden Information

- Glenview Mansion wedding chairs are available for outside ceremony use for an additional rental fee. These chairs are for ceremony use only.
- The grounds of Glenview Mansion are not sprayed for insects. Individuals may spray/fog the Formal Gardens during the contracted hours of an event.
- Maintenance of the Formal Gardens includes weekly grass mowing as well as routine care for plantings throughout the year.
- Spraying for mosquitos and ticks is allowed on the day of your event. Spraying must be completed during the first hour of set-up, during the contracted time.
- Decorative lights are allowed in the Formal Gardens but must be set-up and removed within the contracted hours of the event.
- No staking of equipment, lights or decorations is allowed on the property.
- Candles are allowed in the Formal Gardens if they are placed within a container with a bottom and sides. The base of the container must be able to catch all the candle wax as it melts. The candle flame must be within the container.
- Ceremony items such as decorative arches, columns, unity candle and table, etc. are welcome, but must be provided by the client.

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GLENVIEW MANSION FORMAL GARDENS (CONT.)

- All rental equipment (tables, columns, arches, etc.) placed in the Formal Gardens for an event must be removed immediately following the event and within the contracted hours.
- Real or artificial flower petals, rice or birdseed may not be used in Glenview Mansion or the Formal Gardens.
- No pets are allowed inside Glenview Mansion. If a ceremony tradition requires that an animal (e.g. horse) be brought to the property, Glenview staff must be consulted prior to any arrangements being made.
- Access to WIFI is provided inside Glenview Mansion, as well as some areas in the Formal Gardens.

KITCHEN ACCOMMODATIONS

The kitchen of Glenview Mansion is licensed for heating and warming only, there is absolutely **NO COOKING** permitted. Frying or preparing food in any way that extends beyond heating and warming is not permitted. Open flame food containers or equipment that promotes "Cook-to Order" are strictly prohibited. Chafing dishes are acceptable.

Approval to accommodate outdoor grills will be made on a case-by-case basis by Glenview Mansion administration. Grills, if used, must be set-up on pavement at least 30' feet from the rear of Glenview Mansion.

KITCHEN EQUIPMENT

True: Refrigerator (2 doors)
Traulsen: Upright freezer (1 door)
AltoShaam: Electric warming cabinets (2 independent units)
Hobart: Standard range with 4 working hotplate burners (oven rack is 22"x25")
Hobart: Microwave oven (commercial counter top unit)
Fetco: Coffee maker (thermos style brews half (36 cups) or full (75-cups))
Sinks: 1 deep washing station with 3 compartments (one spray nozzle)
1 deep single sink
1 hand washing station

FOOD SERVICE

SEATED MEALS: Can only accommodate 80 or fewer within the Dining Room and Living Room of Glenview Mansion. For larger events, a tent in the Formal Gardens can host a seated meal for up to 200 guests.

BUFFET or FOOD STATIONS: For events choosing a buffet-style or food station format, the caterer will set this up in the Dining Room. Small cold stations are permitted in certain areas of Glenview Mansion upon approval by the administration.

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FOOD SERVICE (CONT.)

PASSED FOOD: Servers walking trays of passed food, such as hors d'oeuvres, throughout an event is welcome.

BAR TABLE/BEVERAGE STATIONS

- Bar tables/beverage stations are permitted inside only in front of the fountain in the Arcade porch – no exceptions. Bar table/beverage stations are also permitted on the exterior side porch and terrace areas, weather permitting.
- Only a licensed alcohol server is permitted to serve alcoholic beverages at an event.
- **Red beverages** such as red wine, cranberry juice, red punches and grape juice **are not permitted** in Glenview Mansion or anywhere on the surrounding grounds.

TABLES AND CHAIRS AVAILABLE FOR EVENT USE

Rectangular event tables:

15 – (6' x 30") tables with 30" drop (can seat 6 people)

7 – (6' x 18") tables with 30" drop (can seat 6 people)

Round event tables:

10 – (22"w x 42"h) high-top pedestal tables with 42" drop (accommodates two people)

6 – (3') tables with 30" drop (can seat 4 people)

8 – (4') tables with 30" drop (can seat 6 people)

6 – (5') tables with 30" drop (can seat 8 people)

Specialty event tables:

4 – Crescent buffet tables with 30" drop

4 – (60") half-round buffet tables with 30" drop

The following wooden tables within Living Room furnishings may be used:

1 – Oval Table (66" x 48" closed; 114" x 48" extended) with 30" drop

Note: custom table lifts available upon requests to accommodate wheelchairs.

1 – Drop Leaf table (2'2" x 3'11" with a 30" drop)

Chairs:

120 Banquet chairs for inside use only

200 White resin folding chairs for outdoor ceremony use only

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COURTESY LIST OF CATERERS & TENT PROVIDERS

Caterers on this list are some of the caterers who have worked successful events at Glenview Mansion. They are familiar with the rules, regulations and procedures related to catering at Glenview Mansion. **This courtesy list is for reference only.** You may choose a caterer from this list or you may bring your own licensed and insured caterer.

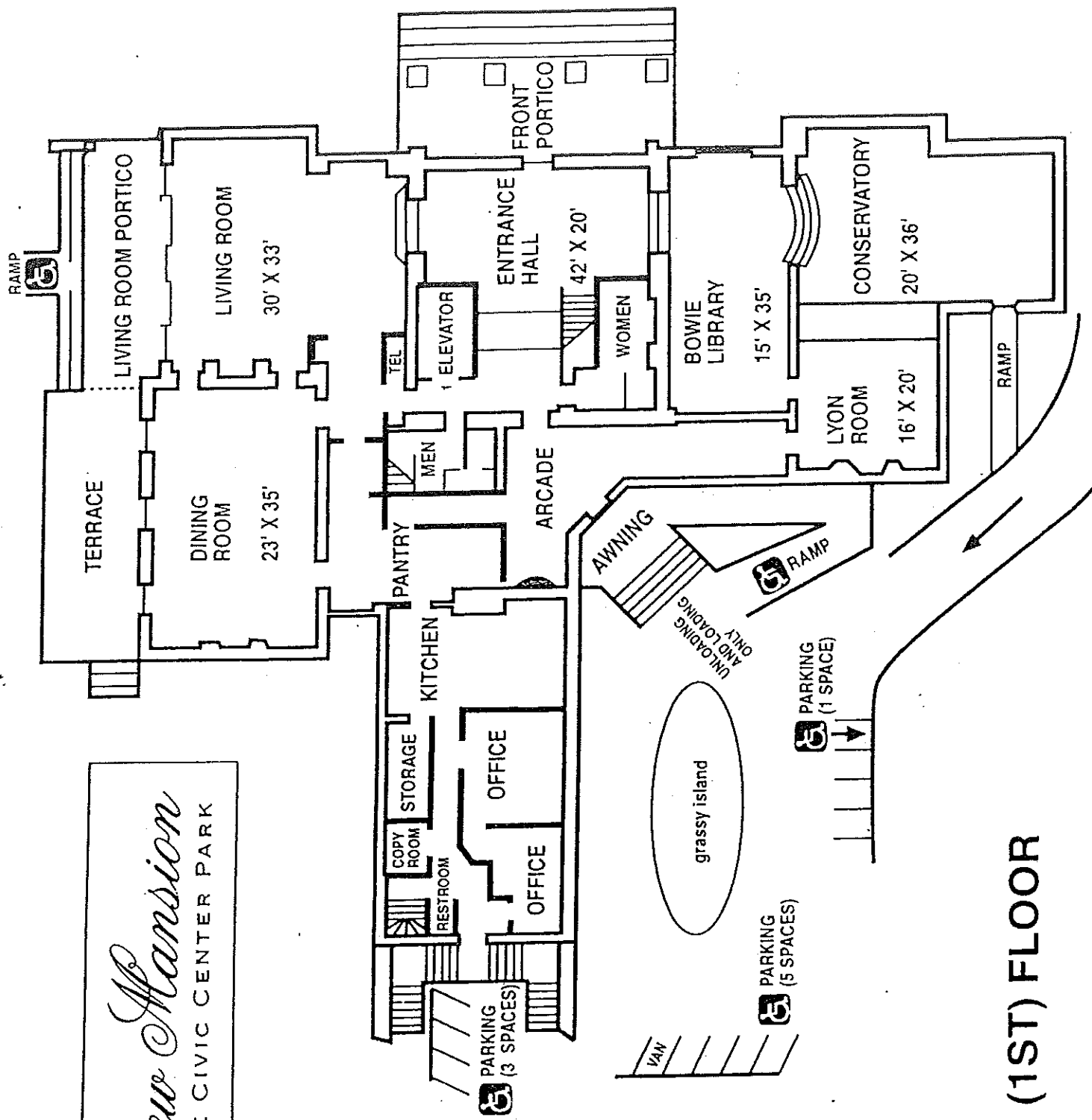
Catering Companies

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|-------------------------|--|--------------|
| A Cut Above Catering | www.acutabovecatering.net | 301-663-1516 |
| Catering by Seasons | www.cateringbyseasons.com | 301-477-3519 |
| Cava Mezze | www.eatcava.com | 240-305-6364 |
| Chef's Table | www.tctcaterers.com | 703-787-9222 |
| Corcoran Caterers | www.corcoancaterers.com | 301-588-9200 |
| Elegancia Caters | www.eleganciaticaters.com | 301-770-1778 |
| Eleven Courses Catering | www.elevencourses.com | 410-459-6773 |
| Putting on the Ritz | www.puttingontheritz.com | 301-725-4220 |
| Ridgewells Catering | www.ridgewellscatering.com | 301-652-1515 |
| Signature Caterers | www.theshalomgroup.com | 240-290-0032 |
| Savory Gourmet | www.savoygrmt.com | 240-351-5088 |
| Spilled Milk Catering | www.spilledmilkcatering.com | 202-525-6455 |
| Stone Soup Catering | www.stone-soup-catering.com | 301-515-6998 |
| Well Dunn Catering | www.welldunn.com | 202-543-7878 |
| Woodlyn's Catering | www.woodlynscatering.com | 301-231-9885 |
| Zeffert & Gold Catering | www.zeffertandgold.com | 410-944-4481 |

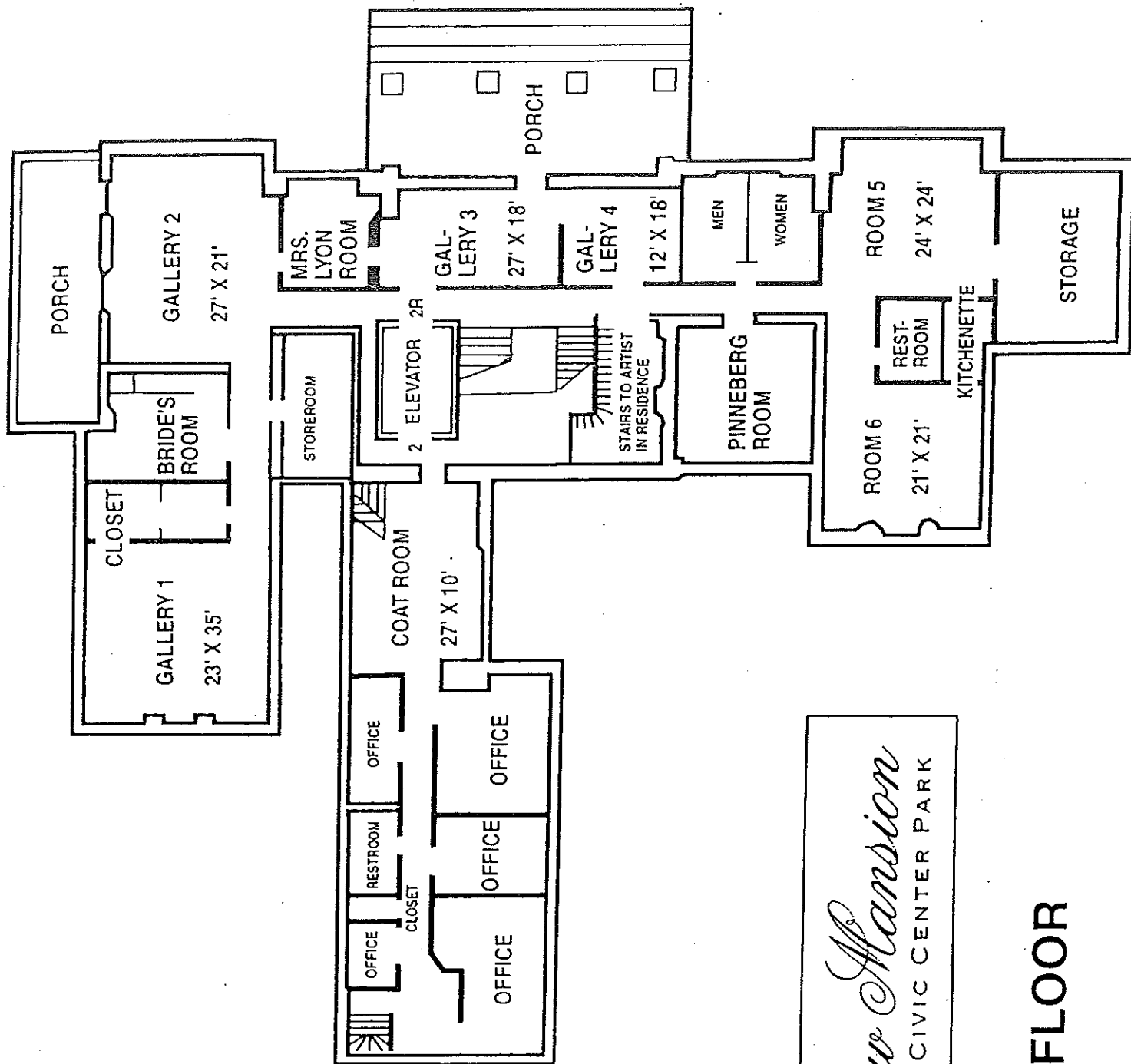
Tent Rental Companies

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|---------------------------------------|--|--------------|
| A Grand Event (Bethesda, MD) | www.4agrandevent.com | 301-231-8368 |
| Allied Party Rentals (Beltsville, MD) | alliedpartyrentals.com | 301-288-6026 |
| Brooke Rentals (Vienna, VA) | www.brookerentalcenter.com | 703-938-4807 |
| Capital Party Rentals (Rockville, MD) | www.capitalpartyrentals.com | 703-661-8290 |
| Loane Brothers, Inc. (Towson, MD) | www.loanebrothers.com | 410-823-6050 |
| Party Rentals, Ltd. (Maryland) | www.partyrentalsltd.com | 301-931-4580 |
| Select Event Rentals (Maryland) | www.weparty.com | 301-604-2334 |

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FLOOR PLAN
GROUND (1ST) FLOOR



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FLOOR PLAN
SECOND FLOOR